

Los Alamos

NATIONAL LABORATORY

memorandum

*FACILITIES, SECURITY and SAFEGUARDS
FSS-15, PERSONNEL and INFORMATION SECURITY*

*To/MS: Master Management
Thru: Larry Runge, FSS-DO, MS G729
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Phone/FAX: 7-0662/5-2919
Symbol: FSS-15-97RV-047
Date: September 10, 1997*

SUBJECT: WORKER IDENTIFICATION NUMBERS

A new process for Z number assignments and a new clearance database are being instituted as a result of a year long effort involving FSS-15 and CIC-13.

Part of the process involved a Working Group that reviewed the purpose for assigning Z Numbers. They concluded that the Z number was more than a security-based identification number as reflected by the variety of purposes listed below. A broader definition and a title that better reflects the use of the number is a worker identification number or WIN.

* The Z number, now WIN number, is assigned to any Laboratory worker who:

- is paid by the Laboratory, or
- has required training (site-specific training or site-wide training if on site for 10 days or more in a one year period), or
- needs access to computer information via an ICN account, or
- needs a Laboratory clearance or
- needs a dosimetry badge.
- is cleared elsewhere but needs cleared access at LANL.

* The new system will, for the first time,

- allow tracking of who is actually on site,
- ensure an individual's need to be on site,
- allow those with authority to assign WIN numbers,
- ensure that a person has a legitimate requirement to receive lab-wide or site-specific training.

* WIN number assignment was effective August 4, 1997. On that date, specifically designated employees with responsibility for particular groups of individuals began assigning WIN numbers (see below).

On October 1, clearance data will be entered exclusively into a new Clearance database, a component of the Employee Information System (EIS), eliminating the stand-alone system FSS-15 has used for clearances and badging.

* This will:

- eliminate the use of the Technical Area Badge Request Form,
- automatically download all EIS information to the Badge Office's badging database,
- instantly download badging information from the badging database to BRASS, the physical security database (badge readers)

- provide clearance level and status of each individual in the group to those with EIS access (office administrators, secretaries, etc.),
- allow office administrators and secretaries to check clearance status of those in process for a clearance.

The following designated individuals by area of responsibility have authority for WIN Number assignment:

Consultants	BUS-5	Debbie Horn	7-8534
Blanket Order (Labwide) contracts	BUS-7	Vangie Archuleta	7-4703
Computer Access (ICN)	CIC-6	Wanda Dunlop, Lourdes Martinez, Phil Villareal	5-1805 (option 2)
Bechtel, formerly EG&G	CIC-10	Lorraine Ortega	7-1440
Dosimetry	ESH-4	Pam Montoya	7-4854
Construction Contracts	FSS-6	Patricia Polaco	5-3709
Organization-specific contractors	FSS-15	Janice Taylor	7-1389
UC New Hires, Regular staffing	HR-5	Lynn Varoz, Patty Romero, Rebecca Duran	7-4509
Student Programs (UGS, GRA, Co-op)	HR-5	Debbie Leyba, Cheryl Tafoya	7-5919
Post-Doctoral Appointments	HR-5	Margaret Giron	7-0872
Staffing Alternatives (TAD, Butler, Comforce, etc.)	HR-5	Delilah Garcia	5-3235
Guest Scientist, Official Visitors, Student Guests, Special Programs Matrix	HR-5	Grace Archuleta	5-0768
JCI	JCI	Loretta Smith	7-4266
PTLA	PTLA	Nina Epperson	5-6360
DOE	LAAO	Mary Ann Mosley	5-5036

LR:RSV:PSD:psd